



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE

October 16, 2006

MARIN COUNTY CIVIC CENTER
3501 CIVIC CENTER DRIVE
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present: Lori Lopin
Don Wilhelm
Gina Feiner
Ann Batman
Ray Hirsch
Susie Weaver (alt.)
Allan Bortel
Robert Burton

Staff Members Present: David Chan, TAM Programming Manager
Li Zhang, TAM Manager of Finance and Administration

1. Call to Order

Chairperson Lopin called the Citizens' Oversight Committee meeting to order at approximately 5:15 p.m.

2. Approval of Minutes of July 17, 2006 (Action)

Ann Batman moved to approve the minutes of the May 15, 2006 meeting and Ray Hirsch seconded the motion. The minutes were approved unanimously.

3. Committee Member Reports (Discussion)

a) Commission Activities – Don Wilhelm briefly reported on the following items:

- Marin County applied but was not awarded any Transportation for Livable Community (TLC) grants from the Metropolitan Transportation Commission (MTC) at the last TLC Call for Project Cycle.
- TAM staff will be conducting a combined Call for Projects for local TFCA, RBPP, and TDA funds to simplify the application process and reduce workload for local agencies.
- If Proposition 1B passes in November, TAM will be applying for Infrastructure Bond funds for projects in Marin County, including the Marin-Sonoma Narrows (MSN) and the 580/101 Connector projects. David Chan added that if the Proposition 1B passes, TAM will be working feverishly to position its projects for Corridor Mobility Investment Account (CMIA) funds, because the California Transportation Commission (CTC) has established a very aggressive timeframe for adopting CMIA guidelines and accepting project applications. TAM is working closely with MTC and other Bay Area CMAs to ensure the maximum amount of funds remain in Northern California and program guidelines favorable to Bay Area projects. Dianne Steinhauer is also working diligently with Sonoma County to ensure the readiness and competitiveness of the MSN project in the application process.

b) Executive Committee Activities – Don Wilhelm reported on the following items:

- Non-motorized Transportation Program (NTP). Craig Tackabery of the Department of Public Works is the lead manager for this program. Susie Weaver expounded on the Bike/Pedestrian program, expressing interest in learning from other communities with successful programs.
- Measure A Allocations Update:
 1. The Executive Committee discussed the option of providing transit subsidies to crossing guards. Staff will be exploring options and determining costs before returning to the Committee with proposals.
 2. Novato and Mill Valley submitted project applications for funds from the Major Streets and Roads category. It was not anticipated when the Strategic Plan was formulated that Novato and Mill Valley would be requesting funds in FY 06/07. Given that the projects are ready to proceed, the Strategic Plan will be revised to move funds from outer years to the current year to fund these projects. The funding allocations and the Strategic Plan amendment will be approved in November after a 30-day public review period.
- A public grand opening was held to celebrate the completion of the Sir Francis Drake Blvd. portion of the 101 Gap Closure Project.
- TAM is proposing a design modification to construct two lanes instead of one lane for the connection from 580 west bound to 101 south bound.
- Chair Steve Kinsey and Dianne Steinhauer approached Caltrans Headquarters for a soundwall design exemption for 101 Gap Closure project. The exemption could potentially save the project more than \$500,000.
- Meeting dates for the Executive Committee and the Board will be rearranged in November and December to accommodate the holidays.

c) Technical Advisory Committee (TAC) Activities – Susie Weaver reported that cities have brought project packages to the TAC for discussion. Projects were divided into two major categories: Street and Bike & Pedestrian projects with particular interests in Bike & Pedestrian projects. The following projects are discussed at more detail:

- Mill Valley Project: \$100,000 is requested for planning. A walk around is scheduled for the week of October 23rd for Miller Avenue. The Planning Commission and City Planners will present the project to its City Board on October 31.
- Novato Blvd. Project: Novato proposes to widen Novato Blvd. from two lanes to four lanes. The project is divided into three segments. If the three segments are completed as envisioned, nine houses will need to be relocated to facilitate this project. The City of Novato will be requesting \$72,000 to complete design for Segment 2 (between Grant Avenue and Eucalyptus Avenue), which includes street resurfacing, pedestrian facilities enhancement, and striping of Class II bicycle lanes in both directions. Segment 2 does not include right-of-way acquisition.

Marin County Transit District (MCTD) Activities – Don Wilhelm reported that there was no major update for MCTD. He announced the new schedule for the Corte Madera Shuttle. Allan Bortel mentioned that there was a program scheduled to teach seniors how to ride the bus, but MCTD postponed the program. Mr. Bortel would like to get a status update from MCTD on this particular program.

4. TAM Report – No Report

5. Draft FY05/06 R&E Statement and Audit Update (Discussion)

Li Zhang presented this update as an informational item. As part of the 2005/06 audit

process, staff prepared analyses comparing actual vs. budgeted revenues and expenditures for FY 2005-06. Ms. Zhang stated that staff met with the auditor last week to confirm that all data and documentation were in place for the process to be completed. It is anticipated that a draft report will be ready in December 2006 for the review by the Citizens' Oversight Committee with the final report ready for review in January 2007. Staff envisions bringing this report to the TAM Board for approval either January or February 2007.

Ms. Zhang stated that most variances have been noted in the staff report. The biggest change resulted in the absence of the need to go for outside financing for the Highway 101 Gap Closure project. There was \$5.5 million listed as a revenue and debt expense which resulted in a very large gap between budget and actuals. The other significant item on the revenue side was that TAM did not include BAAQMD management pass through funds in the budget when they were appropriated, which have since been included. Also on the revenue side there are some negative variances for the STP/CMA planning funds and in the RM2 and the CBTP funds. This is just a reflection of processing the expenditures but not processing the reimbursements in time for those to be accrued into FY 2005-06.

In response to a question from the group on why the reserve is set up at 5% instead of 10%, Ms. Zhang stated that after closely look at the revenue trend and risk, staff feels a 5% reserve is sufficient. This will then free up more funding for projects. Staff will revisit the reserve level annually during the budget process.

Allan Bortel asked about the arbitrage and explained that arbitrage is the profit made by issuing bonds at lower rate and then investing for higher rate. Ms. Zhang stated that in very limited circumstances a municipal agency can keep the arbitrage revenue. In most cases, an agency is required to forward earnings to the federal government.

Robert Burton questioned when would be the earliest time that TAM could issue the bond and why TAM didn't issue the bond when the interest rates were really low. Ms. Zhang and David Chan responded that TAM could have issued the bond sooner. However, if funds are not needed right away, there will be potential loss due to the issuing cost and requirement of the bond covenants. To TAM's benefit, staff is pursuing interest-free loans from MTC to meet the funding need for the 101 Gap Closure project. If successful, it will save Measure A millions of dollars on debt financing costs.

6. Measure A Allocation Update (Discussion)

David Chan provided an update on the allocation process that will be used to distribute Measure A funds to recipients. He provided a handout showing the Allocation Request Form for MCTD as well as a list of upcoming 2006 Measure A allocations. Mr. Chan noted that allocation information will be provided on a quarterly basis and possibly in advance of TAM Board action whenever possible. He envisioned posting allocation information on TAM's website. Don Wilhelm suggested that staff consider streamlining the Allocation Request Form to mirror Measure A policy guidelines. Mr. Chan described three avenues for approving the use of Measure A funds: 1) through an allocation to a project/program recipient (e.g., MCTD or a major roads project sponsor); 2) by means of a contract (e.g., with ACMS); and 3) through the annual budget process (e.g., for administrative expenditures).

7. Open Time for Public Input

Robert Burton pointed out that Chair Lopin should be corrected to Chairperson Lopin. Li Zhang informed the group that if they prefer to use the Rug Room for future meetings, the

meeting may need to change to Tuesday instead of Monday. Chairperson Lopin commented that Monday is the best time for the group and that they would rather meet in the smaller room instead of changing the meeting date.

Chairperson Lopin adjourned the meeting at approximately 6:55 p.m.

DRAFT